

Model 1 – Currently Suspended

School Principal

Re: child (DOB _____)

Dear Principal:

I am writing with regards to my child, _____, to seek an evaluation and provision of services in accordance with the IDEA and Section 504 of the Rehabilitation Act. Despite a long history of behavior problems and suspensions [and academic difficulties, if applicable], [child] has not yet been classified as a student with a disability.

[Child] is a 15-year-old student recently suspended from _____ High School. [She has been diagnosed with post-traumatic stress disorder and depression. Although the school was aware of these diagnoses, it has not classified her as a student with a disability.] [Despite her long history of behavior problems and suspensions, which should have placed the school on notice that she was a child with a disability, it has not classified her as a student with a disability].

With this letter, I am requesting that [child] immediately be treated as a student suspected of a disability and that she be provided with the protections of the IDEA and Section 504. I am further requesting that [child] be evaluated in all areas of suspected disability, including, but not limited to, a psychological evaluation, an evaluation of social-emotional functioning, an evaluation of executive functioning and a speech and language evaluation.

Please let me know if you require any additional information. I can be reached at _____.

Sincerely,

[Parent]

Cc: Special Education Coordinator at the School
Chairperson of Special Education for the School District

Model 2 – Not currently suspended

School Principal

Re: child (DOB _____)

Dear Principal:

I am writing with regards to my child, _____, to seek an evaluation and provision of services in accordance with the IDEA and Section 504 of the Rehabilitation Act. Despite a long history of academic failure [and behavioral difficulties, if applicable], [child] has not yet been classified as a student with a disability.

[Child] is a ___-yr-old ___ grade student in general education classes at [school]. [Add brief details of academic or discipline history -- [Child] was held back in 5th grade and is currently repeating the 9th grade. [Child] has never met academic goals on his standardized tests. According to his teachers, [child] still reads on a 3rd grade level.]

With this letter, I am requesting that [child] immediately be evaluated in all areas of suspected disability, including but not limited to a psychological evaluation, an evaluation of social-emotional functioning, an evaluation of executive functioning and a speech and language evaluation.

Please let me know if you require any additional information. I can be reached at _____.

Sincerely,

[Parent]

Cc: Special Education Coordinator at the School
Chairperson of Special Education for the School District